

#06-39
08/17/06



**** CAREER OPPORTUNITY ****

UNITED STATES DISTRICT COURT, SOUTHERN DISTRICT OF TEXAS

Position Title: Magistrate Case Manager Deputy Clerk

Location: Laredo, Texas

Closing Date: Until Filled

Salary Range: \$37,825 - \$61,521 (CL-26)
Salary commensurate with experience

POSITION OVERVIEW:

Assigned to U.S. Magistrate Judge to represent the Clerk of Court in matters relative to courtroom proceedings and has complete responsibility for the judge's calendar. Maintains control record of cases assigned to the judge; examines all papers filed in said cases for conformance with rules of practice; calendars and regulates movement of cases by setting or resetting dates and times for hearings and trials; prepares calendars and notifies counsel accordingly; acts as liaison between judge and counsel, acting as source of information on special procedures of judges and monitoring status of cases; calls court calendar and notes appearance of counsel; impanels the jury and provides liaison with the jury deputy clerk for the ordering and cancellation of juries; performs other duties assigned. The ability to deal with the Bar and the public in a professional and effective manner is crucial.

QUALIFICATIONS:

To qualify for the Case Manager Deputy Clerk position, a candidate:

- Must have three years general work experience plus 2 years of specialized progressively responsible clerical or administrative experience which provided a knowledge of legal procedures and/or legal pleadings, such as might be found in a law office, in the Clerk's Office of a U.S. District Court, or in another court in the judicial system.

- An associate or bachelor's degree is preferred, but not required.
- Ability to take notes and summarize material for minute entries/judgments in a distracting setting.
- Must be able to deal effectively with judicial officers and staff as well as all staff within the clerk's office in scheduling events and managing courtroom logistics.
- Knowledge of and skill in the use of applicable automated systems.
- *Must be able to work extended hours as required by the Court.*

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System and are "at will" employees.

BENEFITS:

Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Submit Employment Application Form to:

U.S. District Court
Attn: Rosie Rodriguez, Deputy in Charge
1300 Victoria, Suite 1131
Laredo, Texas 78040

The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions which may occur within 90 days from date position is filled. The final candidate may be subject to a records check with law enforcement agencies.

(In-house applicants may apply by submitting a memorandum addressed to the Clerk of Court with copies to immediate supervisor and to the personnel office.)

Applicants may be asked to take proficiency tests.

EQUAL OPPORTUNITY EMPLOYER